



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams St)
Ft Harrison, Montana 59636-4789

HRO

DATE: 07 September 2006

HUMAN RESOURCES OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 06-435
CLOSING DATE: 21 September 2006

PREVIOUSLY ADVERTISED AS JVA: 06-421

BARGAINING UNIT POSITION: Tools and Parts Attendant, WG-6904-06

SALARY RANGE: \$16.22 - \$18.92 PH (per hour)

LOCATION: CSMS, Helena, MT SELECTING OFFICIAL: MAJ Michael Yaeger

APPOINTMENT FACTORS

EXCEPTED ☒ OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

COMPATIBILITY: CMF/MOS: ENL: 13, 14, 15, 77, 88, 92

NON-SUPERVISORY ☒ PERMANENT ☒ TEMP ☐

AREA OF CONSIDERATION

AREA I APPLICANTS WILL BE CONSIDERED FIRST.

- ☒ AREA I All excepted permanent technicians of the Montana ARMY National Guard.
- ☒ AREA II All members of the Montana ARMY National Guard or those eligible for membership.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Army National Guard. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Enclosure 1). Failure to meet these requirements will result in loss of employment. Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

PRE-EMPLOYMENT PHYSICAL: Prior to full-time employment (Area II), selected individual must complete and pass a pre-placement physical examination.

SUMMARY OF DUTIES: If applicants desire, a copy of the PD can be obtained from the HRO. A brief statement of duties from Position Description No. R9314000 follows: The purpose of this position is taking charge of and independently operating a stockroom or storage yard for tools and parts used in a trades operation; determining, identifying, and selecting for issue items; determining work sequences, methods, procedures, and techniques for setting up and shifting storage locations; and determining when tools and equipment should be routed to appropriate shops for test, repair, or calibration. Identifies user's tools, parts, and equipment requirements and requisitions stock as needed.

PROMOTION POTENTIAL: None

EVALUATIONS AND RANKING CANDIDATES: All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training as they relate to the basic eligibility factors and knowledge, skill, and ability factors outlined in Enclosure 1 of this announcement. Complete and accurate data is essential to insure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED). If more than five (5) qualified applicants apply, the evaluation procedures in Article Seven (7) of the negotiated contract applies to Area I applicants. The State Merit Promotion Plan(DMAMT (AR) Regulation 40-335) applies to AREA II applicants. **THIS IS A BARGAINING UNIT POSITION.**

PCS NOT AVAILABLE.

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included. The HRO will use DMAMT Form 690-1-E to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, SF 171 or any other written format. All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **Applications postmarked after 2400 hours on the closing date will not be considered.** **APPLICATIONS FAXED (406) 324-3135 OR E-MAILED (jvahro@mtgrea.ang.af.mil) TO THE HRO WILL BE CONSIDERED. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT HARRISON, MT. 59636-4789.** Please call (406) 324-3122/3138, DSN: 324-3122/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

WWW.DISCOVERINGMONTANA.COM/DMA/HRO

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST, MAJ, MTNG
Human Resource Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 06-435

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), GENERAL, and SPECIALIZED EXPERIENCE requirements.

KSA'S FOR TOOL & PARTS ATTENDANT, WG-6904-06, R93140000.

1. Ability to maintain hand and power tools.
2. Skill in conducting inventories.
3. Ability to maintain publication library (to include Electronic Technical Manuals).
4. Ability to maintain records and reports.
5. Ability to manage accountable items (i.e. hand receipt and document registers).
6. Knowledge of Army supply systems.
7. Skill in the use of computers.
8. Knowledge of the Army Maintenance Management System (TAMMS).

SELECTIVE PLACEMENT FACTORS. Ability to lift 70 pounds. Ability to operate a forklift.

GENERAL EXPERIENCE: General experience, education and training which demonstrates the candidate's ability to maintain and issue tools or supplies.

SPECIALIZED EXPERIENCE: Must have 18 months of specialized experience in requesting, receiving, storing, issuing, signing out, and checking various tools, equipment, supplies, or repair parts.

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MICHAEL D. YAEGER
MAJ, MT ARNG
CSMS Supervisor

Enclosure 1